



Randolph County Agricultural Center Event Inquiry

Point of Contact Information

All fields are required

Full Name:

Phone Number:

Event Day Cell Number:

Email:

This event is hosted by: **GENERAL PUBLIC/Non-Randolph County Department**

Name of the organization or individual hosting the event:

Street Address:

City, State Zip Code:

Does your organization qualify as a Non-Profit organization through the IRS?

Yes

No

If you check "Yes" you may qualify for discounted rates. To be eligible for discounted rates, please attach your 501(c)(3) or other tax exempt form when you email this form to the Agricultural Center.

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General Event Information

All fields are required

Requested Start Date:

Requested End Date:

Set-Up Start Time:

Set-Up Start Time is the time that you will need to first access the property, whether that be for decorating, pre-setup, or your caterer. Earliest set-up time is 7:00am. Latest setup time is 7:00pm.

Start Time of Event:

Earliest start time is 7:00am. Latest start time is 8:00pm.

End Time of Event:

Earliest start time is 8:00am. Latest start time is 11:00pm.

Tear-Down Finished Time:

If using the Event Center or Arena, a minimum of 2 hours is required after your event ends for Tear-Down. This is the absolute time when everyone must be completely off the property, and the facility will be locked. Earliest tear-down finished time is 7:00am. Latest tear-down time is 1:00am.

If your event is more than one day, please list all dates with their coordinating times.

Has this event been held at the Agricultural Center for two or more years in a row?

Yes

No

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Purpose

The purpose of this event is:

Meeting/Conference/Training

Banquet

Expo/Trade Show

Special Occasion (Non-wedding)

Event Name:

Example: Annual Fundraiser; Regional Spring Meeting. If you are unsure, please type N/A.

Please provide a brief description of your event:

Will your event involve an auction on-site?

Yes

No

Please describe your auction in detail

What type of items will be sold? Will you be bringing items into the facility? Approximately how much money will you raise?

Will you have décor at your event?

I will NOT have décor at my event?

I will have décor at my event?

Please provide a description of your décor:

Please note that décor must be approved by event staff. Also, you will be responsible for cleaning all décor by the designated Tear Down/Finish Time.

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Space Set-Up Information

All fields are required

Spaces Required:

Event Center

Arena

Meeting Room A
(seats 60 @tables)

Meeting Room B
(seats 36 @tables)

General Use Classroom
(seats 16 @tables)

Board Room A
(seats 12 @tables)

Meeting Room A/B
(seats 96 @tables)

Other:

What type of layout will you be using for your event?

Banquet Rounds (Event Center Only)

Rectangle Tables (Event Center Only)

Auditorium/Chairs Only

Custom Panels (Arena Only)

Custom Setup *(Please Note: Meeting Room A/B and General Classroom are set up with tables and chairs in rows facing the front of the room. For custom needs, please describe below)*

Number of Attendees:

How many banquet rounds will you need?

How many rectangle tables will you need?

How many chairs would you like at each table?

Will you need any extra chairs?

***If you are unsure of exact table/chair needs, please type "unsure"*

Do you require the use of A/V equipment? Yes No

Please describe your A/V needs:

Will you be serving food? Yes No

If yes, I have read and understand the catering guidelines provided in the Facility Use Guide available on the Event Booking webpage. Yes No

ACKNOWLEDGEMENT

You will receive a confirmation email once your request is received.

Please note that completing the inquiry form is only a request and does not confirm your reservation or that this date is available for your event. Event Staff will be in touch within 5 business days.